

American Embassy, Amman

Vacancy Announcement

VACANCY - ANNOUNCEMENT NUMBER: 11-25

OPEN TO: Appointment Eligible Family Members (AEFMs) – All Agencies

POSITION: Finance Coordinator

OPENING DATE: April 21, 2011

CLOSING DATE: May 4, 2011

WORK HOURS: 40 hours per work week

SALARY: *EFM: (Position Grade: **FP-6**)

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Amman is seeking individuals for the position of Finance Coordinator in the Anti Terrorism Assistance Office (ATA).

BASIC FUNCTION OF POSITION:

The primary purpose of this position is to monitor spending, and in conjunction with FMO maintain obligation records, document and assign fund sites, and coordinate between post and Washington on funding related issues. The position will also monitor and report on status of funds as compared to budget and assist in financial analysis for budget preparation to include periodic reviews/updates. Tasks include budget formulation, expenditure analysis against financial plan, forecasting, and plan for reprogramming of funds.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A minimum of two years of college is required.
2. At least one-year accounting, finance, budgeting, or bookkeeping experience is required. Prior Administrative Assistance with Finance experience required.
3. Level 4 (fluent) in speaking and reading English is required. English proficiency may be tested.
4. Incumbent is expected to become proficient in this position largely through on-the-job training and will be required to attend training in Virginia, Anti-Terrorism Assistance Program Head Quarters, and Finance Department for 1 week.
5. Must be proficient in using Microsoft Office Suite programs.
6. Must be able to obtain and retain a Secret level clearance

SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. The candidate must be able to obtain and retain a Secret security clearance.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-174); or
2. A current resume or curriculum vitae that provides the same information as a DS-174;

3. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/> ; plus
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Fax 593- 1598

Applications can be submitted electronically through AmmanEmployment@state.gov.

DEFINITIONS:

AEFM:

A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

1. U.S. citizen;
2. Spouse or dependent who is at least age 18;
3. Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
4. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
5. Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

CLOSING DATE FOR THIS POSITION: May 4, 2011

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.